

# Exhibit K

## SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **FELIX M. SALAS**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	40%	5.2 x 40%	2.08
b. Students (50%)	40%	4.71 x 40%	1.90
Total for Instruction	80%		
2. Research			
a. Client/Dir. for Research (50%)	7.5%	4 x 7.5%	0.3
b. Dept. Head/Center Director (50%)	7.5%	4 x 7.5%	0.3
Total for Research	15%		0.6
3. Extension			
a. Client/Dir. for Extension (50%)	2.5%		
b. Dept Head/Center Director (50%)	2.5%		
Total for Extension	5%	5 x 5%	0.25
4. Administration			
5. Production			
TOTAL			4.75

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

4.75  
Outstanding

Prepared by:

**FELIX M. SALAS**

Name of Faculty

Reviewed by:

**ELIZABETH S. QUEVEDO**

Department Head

Recommending Approval:

**MA. THERESA P. LORETO**

Dean/Director

Approved:


**BEATRIZ S. BELONIAS**

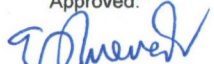
Vice President for Academic Affairs


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, FELIX M. SALAS, a faculty member of the DEPARTMENT OF PURE AND APPLIED CHEMISTRY committed to deliver and agreed to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JULY - DECEMBER 2022.

  
**FELIX M. SALAS**  
 Professor  
 Date: 12/12/22

Approved:  
  
**ELIZABETH S. QUEVEDO**  
 Department Head 01/03/23

  
**MA THERESA P. LORETO**  
 College Dean  
 Date: JAN 04 2023

Date:

Date: _____										
MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	<b>PI 4:</b> Total FTE coordinated, implemented & monitored*	<b>A1.</b> Actual Faculty's FTE	Handled subjects/courses assigned	0.3	2.42	5	5	5	5.00	Chem 212 (3 studes), Hort 311 (4 studes)
	<b>PI 8:</b> Number of graduate students advised *	<b>A2.</b> Number of students advised	Acted as academic adviser to graduate students	1	3	5	5	5	5.00	MEd students: E. Mirafior, H. Matrido, A. Pepito, Aimee D. Abordo, Cheska Larissa B. Dogillo
		<b>A3.</b> Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advised and corrected research outline and thesis/SP/dissertation manuscript		1	5	5	5	5.00	MEd: Emma Mirafior

		AS GAC Member	Advised and corrected research outline and thesis/SP/dissertation manuscript	2	12	5	5	5	5.00	MS Hort: A. Capulot, M. Custodio, M. Diocampo; A. Montes, J. Placido, A. Tajor; PhD Hort: Mark G. Guysayko, C. Jamilo, G. Sarmiento, W. Tuyan, I. Valida, J. Vigo
		<b>A4</b> . Number of students entertained for consultation purposes	Entertained students seeking consultation with faculty	10	16	5	5	5	5.00	MEd (5); MS Hort (5); PhD Hort (6)
	<b>PI 9:</b> Number of instructional materials developed *	<b>A5</b> . Number of on-line ready coursewares developed and submitted for review	Converted the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepared Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources .	Prepared Power Point presentation, video clips, movie clips, reading assignments depending on course taught	8	32	5	5	5	5.00	Chem 212, Hort 311
		Assessment tools	Prepared assessment tools such as long exam, quizzes, problems	16	32	5	5	5	5.00	Chem 212, Hort 311
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submitted the course ware duly reviewed by TRP for editing by MMDC editor							
		A 7 : Number of virtual classroom created and operational	Created virtual classroom using either Moddle or Google Classroom							



	<b>PI 10.</b> Additional outputs:	<b>A 8.</b> Other outputs implementing the new normal due to covid 19	Submitted grades thru Cumulus One to implement new normal		2	5	5	5	5.00	Chem 212 and Hort 311
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	<i>Handled and taught courses assigned</i>	6	12.3	5	5	5	5.00	Chem 124 (30 studes); Chem 140 (79 studes); Chem 200a2 (5 studes)
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	6	5	5	5	5.00	Chem 124 (2 lec); Chem 140 (3 lec); Chem 200a2
		<b>A 11.</b> Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period		1	5	5	5	5.00	Roe Nell D. Aragon (Chem 140)
		<b>A12.</b> Number of trainings attended related to instruction	Attended mandated trainings		6	5	5	5	5.00	Webinar Training Workshop on Method Validation and Verification; Training on Nutrient Management and Soil Health; DOST Webinar on Technological Innovations; VSU Faculty On-boarding 2022; CAS On-boatding; DoPAC On-boarding
		<b>A13.</b> Number of long examinations administered and checked	Administered and checked long examination for subjects taught	4	8	5	5	5	5.00	Chem 124 (2 lec); Chem 140 (3 lec);
		<b>A14.</b> Number of quizzes administered and checked	Prepared and checked quizzes for lec and lab	16	24	5	5	5	5.00	Chem 124 (2 lec); Chem 140 (3 lec);

		<b>A15.</b> Number of lab reports and term papers checked and graded	Checked lab reports and term papers submitted as required	8	114	5	5	5	5.00	Chem 124 (2 lec); Chem 140 (3 lec)
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acted as academic adviser to students	2	5	5	5	5	5.00	BS Chem: Kristine Joy Cutanda, Jhonel Galvez, Marc Bugtas, Jenalyn P. Heraldo, Remart S. Labador
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advised, and corrected research outline and thesis/SP manuscript	3	7	5	5	5	5.00	BSA (Hort): M. Ramos; J. Misperos, N.M. Codog, J.A. Cosido, M. Bigcal, and J. Sanico, R.L. Clave; BS Chem: M. Sagliba,
		As SRC Member	Advised and corrected research outline and thesis/SP	3	4	5	5	5	5.00	BS Chem: RJ Chris Jaguines, Marydel Mondragon, Myla F. Tanaid, Laurette Getes
		<b>A18.</b> Number of students entertained for consultation purposes	Entertained students consulting on subject taught, thesis and grades	10	127	5	5	5	5.00	BSFT, BSBioT, BSChem, BSA (Hort)
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised	Advised student organizations recognized by USOC	1	1	5	5	5	5.00	VSU ChemSoc
		<b>A20.</b> Number of Student organizations assisted on student related activities	Assisted student organizations in implementing student related activities	1	2	5	5	5	5.00	VSU ChemSoc; ViSCA Horticultural Society (VIHOS)
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line course ware developed and submitted :	Prepared and submitted for review by the Technical Review Panel							



		On-line ready courseware	Prepared Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resource	Prepared Power Point presentation, video clips, movie clips, reading assignments depending on	8	16	5	5	5	5.00	Chem 124 (2 lec); Chem 140 (2 lec); Chem 200a2
		Assessment tools	Prepared assessment tools such as long exam, quizzes, problems	16	32	5	5	5	5.00	Chem 124 (2 lec); Chem 140 (2 lec); Chem 200a2
		<b>A 23 :</b> Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submitted the course ware duly reviewed by TRP for editing by MMDC editor							
		<b>A 24 :</b> Number of virtual classroom created and operational	Created virtual classroom using either Moddle or Google Classroom							
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepared documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation							
		Agency/firm/Industry linkages	Coordinated with potential firms and maintains linkages with firms willing to accept OJT students from VSU							

		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designed experiential learning activities and other outputs to implement new normal							
		<b>A.27.</b> Awards received	International/National/Regional awards received							
			Awarded VSU Loyalty for 30 years of dedicated and exemplary services		1	5	5	5	5.00	Given by OHRDM during the culmination program of the 126th Anniversary of the Civil Service Commission on September 27, 2022.
			Awarded as Outstanding Teacher based on TPES for SY 2021-2022		1	5	5	5	5.00	Given by OVPA on October 5, 2022 in celebration for the World Teachers' Day
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other	<b>A27.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducte research for possible utilization by industry or other beneficiaries							
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducted and completed research project within the year	1	2	5	5	5	5.00	Liquid Nutrient Formulations for Horticultural Crops Production (Phase II); Pigmental Composition and Physicochemical Parameters of Sibugay River in Albura, Leyte
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Wrritten publishable materials out of research outputs and submitted for publication	1	2	5	5	5	5.00	Liquid Nutrient Formulations for Horticultural Crops Production (Phase II); Pigmental Composition and Physicochemical Parameters of Sibugay River in Albura, Leyte
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional</i>								

	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepared, submitted and presented research paper in scientific fora/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>		1	5	5	5	5.00	Presented outputs during 3rd SAER-8 Conference	
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved	Prepared research proposals, submitted and followed up its approval for immediate implementation							
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
		<b>A 33.</b> Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acted as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepared and submitted application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designed research related activities and other outputs to implement new normal							
<b>UMFO 4. EXTENSION SERVICES</b>										



	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identified and linked with probable partners for extension activities and maintains this active partnership		1	5	5	5	5.00	Softea Garden, Biliran, Biliran Province
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducted trainings among beneficiaries of technologies for transfer		60	5	5	5	5.00	(1) Training on Vegetable Hydroponics in Oras, Samar; (2) Training on Urban Gardening using Hydroponic Technology in Maasin City, Southern Leyte
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implemented duly approved extension projects		1	5	5	5	5.00	Horticulture and Environment Livelihood Program (HELP)
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provided quality and relevant training courses and advisory services		95%	5	5	5	5.00	(1) Training on Vegetable Hydroponics in Oras, Samar; (2) Training on Urban Gardening using Hydroponic Technology in Maasin City, Southern Leyte
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provided the technical and expert services requested by beneficiaries		2	5	5	5	5.00	(1) Training on Vegetable Hydroponics in Oras, Samar; (2) Training on Urban Gardening using Hydroponic Technology in Maasin City, Southern Leyte
	<i>Research Mentoring</i>	<i>Research Mentor</i>								
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								

	Resource Persons	Resource Persons			2	5	5	5	5.00	(1) Training on Vegetable Hydroponics in Oras, Samar; (2) Training on Urban Gardening using Hydroponic Technology in Maasin City, Southern Leyte
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant			1	5	5	5	5.00	DOST RFO8
	Evaluator	Evaluator								
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepared extension project proposals, submitted and followed up its approval for immediate implementation							
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		A 43. Other outputs implementing the new normal due to covid 19	Designed extension related activities and other outputs to implement new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensured that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member							

		<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:	Prepared required documents and complied all requirements as prescribed in the accreditation tools	zero non-conformity					
		On program accreditations		100% compliant					
		On institutional							
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>									
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provided customer friendly frontline services to clients						
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiated/introduced improvements in performing functions resulting to best practice	Zero % complaint					
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designed administration/management related activities and other outputs to implement new normal						
	<b>Total Over-all Rating</b>								
	<b>Average Rating</b>								
	<b>Adjectival Rating</b>								

Evaluated & Rated by:



**ELIZABETH S. QUEVEDO**

Department Head  
Date: 01/03/23

Recommending Approval



**MA. THERESA P. LORETO**

Dean, CAS  
Date: JAN 04 2023

Approved by:



**BEATRIZ S. BELONIAS**


Vice President for Instruction  
Date:



Average Rating (Total Over-all rating divided by		5.0
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		5.0
ADJECTIVAL RATING		0

Comments and Recommendation for Development Purpose:
<p>Conduct more research and publish research outputs</p> <p>Attend more chemistry-related trainings/workshops/conferences for continuing professional development</p>


Evaluated & Rated by:

  
**ELIZABETH S. QUEVEDO**  
 Head, DoPAC  
 Date: 01/03/23

Recommending Approval:

  
**MA. THERESA P. LORETO**  
 Dean, CAS  
 Date: JAN 04 2023

Approved by:

  
**BEATRIZ S. BELONIAS**  
 VP for Instruction  
 Date:

1- Quality    2- Efficiency    3- Timeliness    4- Average

## PERFORMANCE MONITORING & COACHING JOURNAL

/	1st	Q U A R T E R
/	2nd	
/	3rd	
/	4th	

Name of Employee: FELIX M. SALAS

Head of Office: ELIZABETH S. QUEVEDO

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Ensure that commitments on research, extension, and publications are attained	Commitments on extension activities, and submission of research proposals are meet			November, 2022
Coaching	Continuously update and upload teaching & learning materials in the Moodle Classrooms	Advised to give more real time activities to encourage student participation during face to face classes			September 2022

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

  
**ELIZABETH S. QUEVEDO**  
 Immediate Supervisor

Noted:

  
**MA. THERESA P. LORETO**  
 Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: FELIX M. SALAS

Performance Rating: \_\_\_\_\_

Aim: Aspire to maintain an outstanding student rating in all subjects taught

Proposed Interventions to Improve Performance: \_\_\_\_\_

Date: January, 2023

Target Date: December, 2023

First Step:

Prepare and update learning materials for chemistry subjects to be taught in the 2nd Semester AY 2022-2023, submit research and extension proposals for funding and publish more research papers

Results:

\_\_\_\_\_

Date: \_\_\_\_\_

Target Date: \_\_\_\_\_

Next Step:

\_\_\_\_\_

\_\_\_\_\_

Outcome: \_\_\_\_\_

Final Step/Recommendation:

\_\_\_\_\_

Prepared by:



ELIZABETH S. QUEVEDO  
Unit Head

Conforme:



FELIX M. SALAS  
Name of Ratee Faculty/Staff